NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

August 16, 1996

Staff Campaign a Winner!

Thanks to you, the staff and volunteer portion of "CONNECTING: The Campaign for the Field Museum" has been a great success. Much appreciation goes to all of the contributors and to the tireless efforts of **Beth Adams, Cindy Andresen, Paul Baker, Ray Bondoc, Ben Bronson, Lori Breslauer, Dan Brinkmeier, Lucy Bukowski, Jaci Carter, Mary Chiz, John Engel, John Flynn, Joe Halik, Martina Hough, Sandra Johnson, Nadine Kendra, Richard Koontz, Chris Mailander, Anita Morgan, Frances Muraski-Stotz, Ernst Pierre-Toussaint, Anita Purnell, Mary Anne Rogers, Alaka Wali, Lisa Wodis,** and **Elaine Zeiger.** The generosity of 138 staff and volunteers has raised over $77,000 to date!

Even though the initial push is completed, there is ample time to donate to the campaign. Just come to the campaign office in Development and ask for a confidentiality form and envelope, or call extension 210 for details.

Thanks again!

Carolyn Blackmon
Staff & Volunteer Campaign Chair

REVISION OF EXPENSE CODES

The finance staff is considering a major revision of the expense codes that we use, to be effective January 1, 1997. The purpose of the revision is to update the codes to better match current usage, and to reorganize them so that similar codes are in the same numerical sequence, making it easier to find the code you need.

Some expense codes relate specifically to certain departments (for example, retail operations) and we will be working directly with those areas to get their input on any changes they would like made. However we would also like to get some feedback from you, the users of these codes. Although we have some restrictions due to accounting standards and the limited number of codes, we would like to accommodate your needs wherever possible. Please review the list enclosed in this edition of the *Natural News* and let us know what you think. If you have any comments, please respond in writing by the end of August to **Lucy Bukowski**, Finance.

FEELING CONFLICTED ABOUT CONFLICT DISCLOSURE?

About three quarters of the staff have now completed and filed their conflict of interest form. The glass is three quarters full. Pessimism refuses to enter that last quarter of the glass. Those of you who have not yet completed the form have simply forgotten, are out in the field somewhere, are distracted by the great weather we've had this summer, or are busy composing the magnum opus of conflict disclosure. But now is the time to finish them up. If you do not have the disclosure form, please contact **Richard Koontz** (x882) or **Carolyn Klyce** (x642) for another. Completed forms should be sent to Richard in Administration.

COMING SOON TO *YOUR* OFFICE

A POWER OUTAGE!

Can your equipment be off for a night -- or longer?

By September 13 each department needs to return the following questionaire to **John Mazza** and **Tim Tryba** in the Facilities Office. John and Tim are trying to determine which equipment in the building is most critical in the event of a power outage.

This information will be used in the near future when urgently-needed maintenance work will require turning off all power -- section by section -- for several nights during a week. This work should be done before cold weather sets in so ***we must plan now for alternative power sources for critical equipment.***

Over the long term, the Facilities Planning and Operations (FP&O) office will put together an emergency plan for power outages of a catastrophic nature. Since this building was planned in 1918, power needs have changed dramatically. In 1918, the architects were primarily concerned with lighting the building so that the public could see the exhibits, the scientists could examine specimens, and everybody could find their way out in the event of fire. Since that time the demands on our aging building have grown tremendously, from the widespread use of computers to the more sophisticated humidification systems for exhibits and to the freezers which store biological tissues for future analysis.

FP&O is currently working with the McGuire engineering firm to address deficiencies in our emergency power and fire protection system. However, the equipment we have must be maintained, and maintenance work on the major power transmission components is required this fall.

So please help out by filling out the following questionaire. ***Thanks!***

Critical Equipment Survey -- ***Return to FP&O Office by September 13*** (One form should be filled out for each piece of equipment or system affected)

Dept. _____ Contact name _____ Ph# _____

Equipment/system type _____

Power/Load requirements (watts, amps, volts) _____

Location/room number _____

How long can this equipment sustain power outage without damage? _____

What damage (to equipment, system, collections or other) will result if power outage is longer?

Precautions to be taken:

REVIEW OF EXPENSE CODES
DRAFT - August 11, 1996

Acct #	Current title	Proposed title	Comments
540 - 549 - CONTRACTS WITH OUTSIDE/PROFESSIONAL SERVICES			
540	Bond issue cost		Moved to financial section # 584
541	Legal fees	Legal fees	
542	Other prof fees	Other professional fees	Expand outside services since
543	Services	Housekeeping/building services	that is such a broad category
544	Printing	Other outside services	
545	Advertising expense		Moved to off/dept. supply section
546	Part. support cost	Equipment maintenance contracts	Not used - rename
547	Consultant fees - design	Consultant fees - design	New code
548	Consultant fees - construction	Consultant fees - construction	New code
549	Construction - contractor services	Construction - contractor services	New code
550 - 559 - LEAVE THIS SECTION OPEN			
550			
551	Pur-equip		Move to equipment section
552	Rentals - equipment		Move to equipment section
553	Repair & maintenance		Move to equipment section
554			
555			
556	Depreciation expense		Move to equipment section
560 - 569 - MAJOR EQUIPMENT & BUILDING IMPROVEMENTS			
560			
561	Building repairs	Building repairs	Reorganize numerical sequence
562	Cap improv-bldg, land	Building improvements/additions	and clarify definitions
563	Utilities	Equipment purchase	
564	Bldg ins, bonds, tax	Equipment rental	
565		Equipment repairs/maint.	
569	Depreciation expense	Depreciation expense	
570 - 579 - RETAIL ACTIVITIES			
570			The Auxiliary Services
571	Cost of sales	Cost of sales	departments are reviewing this
572	Member discounts	Member discounts	section
573	Store markdowns	Store markdowns	
574	Store return items	Store return items	
575		Employee discounts	Moved from 512
576		Returns and allowances	Moved from 516
580 - 589 - FINANCIAL ACTIVITIES			
580			
581	Interest expense	Interest expense	
582	Bad debt expense	Bad debt expense	
583	Bank charges	Bank charges	
584		Bond issue cost	
585	Bldg ins, bonds, tax	Insurance	

REVIEW OF EXPENSE CODES
DRAFT - August 12, 1996

Acct #	Current title	Proposed title	Comments
501 - 510 - COMPENSATION & FRINGE BENEFITS			
501	Salaries & wages	Salaries & wages	No changes recommended by Finance. Personnel Dept is reviewing this series.
502	Overtime salaries & wages	Overtime salaries & wages	
503	Temporary employees	Temporary employees	
504	Compensation to individuals	Compensation to individuals	
505	Fringe benefits	Fringe benefits	
506	Museum contrib - FICA	Museum contrib - FICA	
507	Museum contrib - pension	Museum contrib - pension	
508	Museum contrib - grp ins	Museum contrib - grp ins	
509	Unemployment taxes	Unemployment taxes	
510	Workmen's comp	Workmen's comp	
511	Overhead	Grant overhead	Clearer definition
512	Employee discounts		Moved to retail section, # 575
513	Grants - stipends	Stipends	Clearer definition
514	Rebates - marketplace		Not used - put on hold
515	Payback s/w & fringe		Not used - put on hold
516	Returns and allowances		Move to retail section, # 576
520 - 535 - OFFICE & DEPARTMENTAL EXPENSES			
520	Holding loss	Advertising expense	Not used - rename
521			
522	Dues & fees	Dues & fees	
523	Data processing	Publications/subscriptions	Not used - rename
524	Postage	Postage	
525	Freight/express/UPS	Freight/express/UPS	
526	Telephone	Specimens	Reorganize numerical sequence
527	Travel & meetings	Travel & meetings	
528	Entertainment	Entertainment	
529	Amortized expense	Printing	Reorganize numerical sequence
530	Office supplies	Office supplies	Expand "department supplies"
531	Department expenses	Building maint/janitorial supplies	since that is such a
532	Publications/subscriptions	Collection management supplies	broad category
533	Specimens	Other departmental supplies	
534	Cost of exhibits	Cost of exhibits	
535	Liscensing fees	Liscensing fees	
536 - 539 - UTILITIES & TELEPHONE			
536	Management meals	Electric	Not used; rename
537	Serv. chrg. exp.	Gas	Not used; rename
538		Telephone	

Burn Permit Required for All Welding in Museum

Below is a copy of a burn permit. A burn permit is required on each day that anyone - either staff or outside contractors - is doing any form of welding, cutting, brazing, etc. in the building. The form should be completed the morning before the welding is to be done, and a copy should be submitted to Andy Pavasars in the Facilities office, and another copy to the Security console. Copies of the form can be obtained from Andy in the Facilities office.

FIELD MUSEUM
CUTTING AND WELDING PERMIT

Day _____ Date _____ Time Issued _____
(THIS PERMIT VALID ON THIS DATE ONLY)

Contractor _____ Team No. _____

Type of Operation _____

_____

Floor _____ Area _____

Time Started _____ Estimated Completion Time _____

THE SAFEGUARDS LISTED BELOW ARE TO BE FOLLOWED AT ALL TIMES.

1. A minimum of one 20 lb. ABC fire extinguisher and a 5 gallon container of water must be present.
2. Remove all highly flammable materials (cardboard, plastic, oils, light lumber, etc.) from an area at least 15 ft. in all directions for welding, 5 ft. for lead pot and at least 10 ft. beyond the flow of sparks for cutting.
3. Remove other flammable materials (lumber 1½" or larger, shelving units, etc.) or protect these with asbestos tarps.
4. Cutting or burning procedures where an area below the operation is affected must be wet down before, during and after the operation the same as the area of operation.
5. Protect combustible flooring under work.
6. Seal all openings into walls, chases, etc., in area of work.
7. Assign responsible men to fire watch duty.
8. Do not work outside the area covered by this permit.
9. Do not use defective or leaking equipment.
10. Be alert for safety of other persons entering work area.

burnperm

The location where work is being done has been inspected for safe operating conditions.
Men responsible for operations have been instructed as to safe operating procedures.

Operator's Signature _____

Building Operation's Signature _____

Security Signature _____

WHITE — Security Copy YELLOW — Contractor's Copy PINK — FMNH Copy

REMINDER ABOUT CHILDREN IN THE WORKPLACE

With approaching holidays and for the future, it is important to remind staff, volunteers, independent contractors, food service staff, and other Museum workers of the Museum's policy regarding children in the workplace.

Sometimes a child(ren) is at the Museum for the purpose of child care by the parent or person responsible for the child(ren). We would like to remind staff that children or other dependents in the workplace for purposes of child care for any length of time are not appropriate. Children in the workplace raise a variety of issues including impact on department operations, safety, liability, and impact on your colleagues. Staff members and other Museum associates who bring a child or other dependents into the workplace during working hours for purposes of child care will be asked to make other arrangements immediately.

The Museum's time off policies have been designed to recognize that from time to time child care concerns may arise. We encourage you to make use of your personal business time (4 days allowed per year) and your one floating holiday to give yourself child care flexibility. Remember, when appropriate, you may also use your family medical leave time. For an explanation of time off benefits, refer to your pamphlet titled "When You Need Some Time Away From Work" available in the Personnel Office.

There may be times when children in the workplace are permissible:

- Participation in "bring your daughter or son to work" for a day or other similar programs. We recognize that a child(ren) may be interested in and excited to know about what father or mother does all day. Also, as an educational institution, we may desire to provide career learning opportunities. If you would like to participate in either kind of program, it must be planned. The plan would include advance approval from your supervisor or manager for a specific date as well as addressing any safety concerns, impact on department operations, or similar issues. Also, please notify Personnel that this is occurring should we receive questions.

- Some parents have wanted their children to do volunteer work at the Museum in their own department for the summer. Appropriately aged children may do volunteer work. However, this must be done through the Searle Volunteer Coordinator in the Education Department. The minimum age for regular volunteer recruitment is 18. A teen program is available during the summer for ages 14 and older. Your child(ren) must go through the routine volunteer application process. This office will place the child into a volunteer arrangement not reporting to the parent or guardian.

  At times, a child(ren) is participating in the Museum's day camp programs. When the program is finished for the day, the child(ren) cannot return to the workplace for the remainder of the work day.

- From time to time individuals we know may be visiting the public Museum. If your children, other dependents, relatives, and friends are visiting the public Museum during regular public hours, these individuals are allowed in restricted areas of the Museum only for very short periods of time and must be escorted.

Under no circumstances can children be in any workplace area of the Museum where there are mechanicals, machinery or hazardous chemicals.

REMEMBER to RECYCLE!

Just a reminder: the Field Museum recycling program currently makes it possible to recycle all of the following materials:

most paper (exceptions include paper towels, napkins and tissues, brown paper bags, photos, carbon paper, plates, cups, and food-contaminated paper)
cardboard
glass, cans, #1 & #2 plastics
clean styrofoam peanuts and plastic bubble wrap

However, in order for the program to work, we must ensure that everything is put in the right place. Paper is recycled in BRIGHT green totes stationed around the building. Glass, cans and plastic are recycled in DARK green totes (also stationed around the building) and in the receptacles in Picnic in the Field. Cardboard boxes MUST BE BROKEN DOWN and deposited in the collection place *designated for your area.* Please don't expect our Housekeeping staff to pick them up just anywhere. Styrofoam peanuts and bubble wrap can be dropped off with **Mary Anne Rogers** (Fishes, x272) for reuse.

More details about tote stations will follow in an upcoming *Natural News.* Feel free to contact a Recycling Committee member if you have questions or comments. We are: **Mark Alvey, James Atkinson, Paul Baker, Gene Dillenberg, Janice Klein, Peter Lowther, Carolyn Moon, Norris Smith, Mike Paha, Mary Anne Rogers, Bill Stanley** and **John Wagner.**

The *Natural News* is edited by **Carolyn Klyce** in the President's Office. The deadline for all submissions -- in WordPerfect on floppy disk or via email to klyce@fmppr.fmnh.org -- is Tuesday at noon. Printed on recycled paper.

CENTER FOR CULTURAL UNDERSTANDING AND CHANGE

Registrar **Janice Klein** (Anthropology) recently attended the AAM Annual Meeting preliminary program planning meeting in Washington, D.C. She also chaired the AAM Standing Professional Committee Council quarterly meeting in Washington, D.C. Janice visited several museums in New York including the Guggenheim Museum and The Museum for African Art, both of which have Field Museum objects on loan.

On August 5 and 7, Curator **Ben Bronson** (Anthropology) and Special Projects Assistant **Naveeda Khan** (CCUC) presented "Asia and the Asian experience in the U.S." to children ages 11-14 participating in the Summer Worlds Tour Day Camp. Several items were brought out from the collections for the presentation. The campers were especially excited about holding nineteenth century Asian swords.

On August 7, **Alaka Wali**, (Director, CCUC) lead the enrichment workshop for teens participating in the summer volunteer program for the *Spiders!* exhibit. The enthusiastic group had a chance to visit the Anthropology collections. This was followed by a lively discussion on how they are themselves participants in creating culture and how anthropologists use material culture to understand human social behavior.

CENTER FOR EVOLUTIONARY AND ENVIRONMENTAL BIOLOGY

The Botany Department was well represented at the 47th annual meeting of the American Institute of Biological Sciences, held August 4-8 at the University of Washington, Seattle. Curator **Michael Dillon** presented two papers that reported the results of collaborative studies. The first, "Osmoprotective compounds and phylogeny of the Plumbaginaceae," presented the results of a worldwide phytochemical survey for osmoprotectants in a family of plants adapted to arid or saline environments. The second, "Phylogeny of Chersodoma (Senecioneae: Asteraceae) and the distribution of dioecism in Andean Asteraceae" presented a survey of dioecious breeding systems (separate male and female plants versus both sexes on the same individual) in the family Asteraceae (Sunflower family) and a morphologically-based analysis to suggest species and generic relationships within Chersodoma, the only genus in South America to have such a breeding system. Assistant Curator **Tom Lammers** presented the research conducted last summer with undergraduate intern **Mike Eakes** (University of Illinois), including their discovery of a new species of Mexican *Lobelia* through detailed statistical analysis of a large data set. Curator **Bill Burger's** provocatively titled talk, "The real difference between Monocots and Dicots" drew a crowd. Also attending the meeting was Tom's graduate student, **Kari Morris** (University of Illinois at Chicago) who presented the first portion of her thesis research, a survey of pollen morphology and ultrastructure in *Codonopsis* and related Asian genera.

A FOND FAREWELL AND GOOD LUCK TO ANITA MORGAN

Please join us for cake on the afternoon of Friday, August 16 at 3:30 p.m. in Lecture Hall II to wish Anita all the best as she leaves the Museum.

We extend sympathies to the family and friends of **Hilda Norland Damsgaard** who passed away on July 15, 1996. Ms. Damsgaard was employed in the Publications Department from March 17, 1941 until she retired with twenty-two years of service on February 28, 1963. Ms. Damsgaard lived in Florida following her retirement.